



# FAQ

## HOW TO USE THIS DOCUMENT

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This document lists answers to frequently asked questions regarding your legal rights as a union member, the rights enshrined in [our union contract](#), and policies and benefits that affect you as an employee at The New School. Although there is information in this FAQ on many issues, please contact a union rep at [newschool@actuaw.org](mailto:newschool@actuaw.org) for more detailed help.

## TIME-SENSITIVE ISSUES

Some issues may necessitate a grievance or other time-sensitive actions. Issues that should be escalated to a union rep ASAP include anything related to harassment and discrimination (Title IX), disciplinary actions, and contract violations.

In most cases, grievances can only be filed within a **20 business day** period from the time of discovery of a violation. It is important to refer urgent issues to the union rep team as soon as possible and instill a sense of urgency when speaking to members about potential grievances. Email [newschool@actuaw.org](mailto:newschool@actuaw.org).

## FOR STEWARDS

Many member questions can be answered simply by cutting and pasting from the following FAQ. However, there are some more complex issues, particularly where articles and policies intersect. If you cannot find an answer to a question here, refer the member to [newschool@actuaw.org](mailto:newschool@actuaw.org).

Broken links or inaccurate information should be reported immediately to [newschool@actuaw.org](mailto:newschool@actuaw.org).

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# CONTACT

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## ***Who do I contact about my rights as a part-time faculty union member at The New School?***

Contact your union reps by email at [newschool@actuaw.org](mailto:newschool@actuaw.org). The union rep team aims to respond to all inquiries within 24–48 hours.

### **Your union reps are:**

- Annie Lee Larson, PTF Unit Chair
- Douglas Morse, PTF Union Representative
- Ivan Eguigure, PTF Union Representative
- Jaclyn Lovell, PTF Union Representative
- Tamar Samir, PTF Union Representative

## ***When do I contact a union rep vs. when to contact Human Resources (HR)?***

The union reps' job is to advise you and advocate for you concerning your rights.

HR's job is to advocate for the university management's rights.

Keep these perspectives in mind when deciding who to contact with a question:

- Contact union reps with questions about your rights and interpretation of [the union contract](#). Do not ask HR to interpret the union contract.
- Contact HR for simple administrative needs, such as requesting a tuition waiver form.

Contacts at Human Resources:

- HR general mailbox: [HRhelp@newschool.edu](mailto:HRhelp@newschool.edu)
- Healthcare and Retirement Benefits: [benefitshelp@newschool.edu](mailto:benefitshelp@newschool.edu) and [delarosa@newschool.edu](mailto:delarosa@newschool.edu)
- Payroll: [PayrollHelp@newschool.edu](mailto:PayrollHelp@newschool.edu)
- Tuition Benefits: Leah Bautista, [bautistl@newschool.edu](mailto:bautistl@newschool.edu)
- Graduate Tuition Benefit Tax Exemption: [HRhelp@newschool.edu](mailto:HRhelp@newschool.edu)

## RIGHTS AND RESPONSIBILITIES

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By forming our union in 2005, we took a big step to address how the university treats its part-time faculty. To work with the university from a position of strength, we need an informed and engaged membership. The more engaged members we have, the stronger our

contract. To sustain and further develop meaningful reforms in how we are treated by the New School, we need a strong union.

### **| *What are my responsibilities as a union member?***

As a member your responsibilities are to:

- First and foremost, know your rights and know your contract.
- Know and adhere to rules and procedures of the Local Union.

### **| *What is the union membership card?***

It's a membership signup form for ACT-UAW Local 7902. If you have not filled one out at orientation, please add your signature — at the top for membership and at the bottom for dues deduction authorization.

[Download the card](#) and once completed email to [repdoug@actuaw.org](mailto:repdoug@actuaw.org).

### **| *Do I have to sign the membership card?***

Yes. Our contract requires all part-time faculty at The New School be members in good standing. This is a condition of employment.

### **| *Why is it important to sign this union card?***

It grants you the right to:

- Vote to elect officers, ratify contracts,

- Participate in the decision whether or not to strike.
- Run for union office and participate in union governance.

If you are unsure of your membership status, please contact [newschool@actuaw.org](mailto:newschool@actuaw.org)

### ***How much are the dues and when do I have to pay them?***

Dues are 1.44% of gross pay and are deducted by the New School from your paycheck on the Local's behalf. They are only collected when you receive pay. There is a \$50 one-time initiation fee deducted from your paycheck in the first month of employment.

### ***Where do the dues go, and for what purpose?***

The dues income is divided between our local union (ACT-UAW Local 7902), the UAW International Union, and the UAW Strike Fund.

Our Local uses its portion of your dues to:

- Pay union staff, including organizers, an administrative assistant, the Local's President and Financial Secretary
- Pay rent for the Local's office
- Fund organizing activities
- Pay for the legal support needed to enforce our contract.



The UAW International uses the dues income to pay the salary of a Servicing Representative who works with our Local Union as well as for support departments of the union such as Research and Legal.

Your dues supplement the UAW Strike Fund. The strike fund provides a stipend to members on strike, covers health insurance (it's part of employment compensation), and other strike-related expenses. Only union members who participate in a strike are eligible to collect strike benefits.

## ACCESSING PERSONNEL RECORDS

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### ***How do I review my personnel records?***

To see physical records, make an appointment with HR to view your personnel records. Contact [hrhelp@newschool.edu](mailto:hrhelp@newschool.edu). If you need to see the records in connection with a grievance, a union rep may attend with you to view the files.

### ***How often may I view my personnel records?***

You can view your physical records once a semester.

***How can I see digital personnel records and how often may I view them?***

If personnel records exist in digital form, you may view them via the HR Information System (HRIS). You can view digital records without limit. Contact [hrhelp@newschool.edu](mailto:hrhelp@newschool.edu).

## **BOOKING SPACE AT THE UNIVERSITY CENTER**

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***How do I book small conference spaces at the University Center (63 5th Avenue)?***

You can reserve a conference room or a private meeting rooms via the calendar:

<https://calendars.library.newschool.edu/reserve/frc>

For help or questions email [libhelp@newschool.edu](mailto:libhelp@newschool.edu)

# CLASSROOM EXPENSES

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## ***Can I get reimbursed for materials and supplies used for teaching in the classroom?***

Our contract (Article XXII) says that the university must provide all of the **required** materials, supplies, and software to teach a course. First, you must get approval from your department or program. Then the university will either procure the materials for you or if procurement isn't possible, the university will reimburse you for the materials purchased. It's crucial that you seek approval first before making any purchases.

## ***Can I get reimbursed for class field trips?***

Our contract (Article XXII) says that upon prior approval the university will pay directly an institution or facility to cover the cost of a field trip such as museum trips, concerts, movies, plays, and readings. If a Faculty member is authorized to cover the costs of the approved field trip, they will be reimbursed under the guidelines of University policy. It's crucial that you seek approval first.

# CLASSROOM OBSERVATION PROTOCOLS

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## ***When will I be notified of a classroom observation?***

At least two (2) weeks prior to classroom observation. You should receive information on the process and the forms that will be used to evaluate you.

## ***May I request a different date for a classroom observation?***

Yes.

## ***When will I be informed of the results of the classroom observation?***

A report must be shared with you within two weeks of the observation.

## ***What if I disagree with or am unhappy with the “Classroom Observation Report?”***

You may request a second observation conducted by a different observer chosen by the University.

### ***What is a “Supervisor’s Report” and when can I expect to receive it?***

- The Chair/Director of the program prepares a written report (aka “Supervisor’s Report”) for the Dean that represents the outcome of the Departmental/Program Assessment.
- The report references classroom observation and student evaluations. Student evaluations may span multiple semesters or academic years.
- The report must be provided to you no later than six weeks after the start of the semester following the semester in which the classroom observation was conducted.

### ***What if I disagree with or am unhappy with the “Supervisor’s Report?”***

- You may request a meeting with the Chair/Director to discuss the content of the report.
- You may submit a written appeal to the Dean within three weeks of receiving the report.
- The Dean will review the appeal and decide whether to accept, modify or require a new observation.
- You may also submit a written rebuttal that will be attached to the Supervisor’s Report for the record.

### ***How do I find my past course evaluations?***

- Go to <https://newschool.evaluationkit.com/>

- Click on the Evaluations link in the Academics section of MyNewSchool.
- Click on the Instructor Course Evaluation link in Canvas for any class that was evaluated.

### ***Do you have information on bias in Student Evaluations of Teaching (SETs)?***

Yes, there is plentiful research on the bias inherent in SETs. You can read some of that research [here](#). a professor at NYU created [this slide presentation](#) about bias in SETs that you can show to your students before asking them to fill out course evaluations. There is research that shows that making students aware of the bias inherent in SETs can mitigate bias.

## **COMPENSATION / PAY**

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### ***Does the union contract determine my pay?***

The contract sets a pay floor, not a pay ceiling. Faculty may negotiate a rate higher than the floor upon being hired, but are not allowed to negotiate a higher rate for a given course type after starting work at the University.

## **How is my pay for teaching a course determined?**

If you did not negotiate a higher rate upon being hired, your pay for a course is determined by the type of course, the course's contact hours, and the number of years that you have worked at the University.

To calculate what your pay rate should be if you have taught for fewer than 10 years at New School, follow the steps below:

1. *Determine the course's contact hours.* a contact hour is 50 minutes of instruction. For example, if your course meets for 1 hour and 40 minutes twice a week for a full semester, it is 60 contact hours: 2 contact hours twice a week for 15 weeks. If your course meets for 1 hour and 50 minutes once a week for 15 weeks, it is 33 contact hours. You can also find this in your appointment letter.
2. *Determine the course's minimum contact hour rate.* Use the chart below.
3. Multiply the **contact hour rate** by the **number of contact hours** and add the **out-of-class work fee**. Note that the contact hour rate and out-of-class fee increase each year, so make sure to reference the proper column in the chart below!

$$\text{Pay for a course} = (\text{Contact Hours} \times \text{Rate}) + \text{Out of class work fee}$$

<b>Course Type</b>	Fall 2022 - Summer 2023	Fall 2023 - Summer 2024	Fall 2024 - Summer 2025	Fall 2025 - Summer 2026	Fall 2026 - Summer 2027
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Lecture, Seminar, Discussion, Executive Education, Mannes College	\$136	\$141	\$146	\$151	\$156
Studio, Lab, Chamber Music	\$105	\$112.50	\$120	\$127.50	\$135
Non-Credit	\$85	\$95	\$105	\$115	\$125
Mannes Prep	\$85	\$95	\$105	\$115	\$125

Administrative service fee	\$400	\$500	\$600	\$700	\$800
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The administrative services payment is issued per course per semester in recognition of administrative preparation prior to the beginning of a semester. For each course you teach each semester, you should receive one administrative service fee.

For example, let's say that in the spring of 2023, you teach a 60 contact hour studio course. Your pay is determine as follows:

$$(60 \text{ contact hours} \times \$105) + \$400 = \$6,700$$

Faculty who've worked for 10 or more years at *The New School*, receive a longevity pay raise in addition to the raises outlined above. If you've taught for 10 or more years, you should be paid **above** the rates outlined above. Just how far above can be tricky to determine as it is contingent upon the precise year in which you started teaching and your starting teaching rate. After following the steps below, if you are concerned that the University is not paying you the appropriate amount, please get in touch with your union reps via [newschool@actuaw.org](mailto:newschool@actuaw.org).



## **| Are there annual pay raises? How much?**

Yes.

If you have worked for less than 10 years at The New School and are paid at the minimum rate, then the chart above outlines your annual pay raise. Each year, your contact hour rates increase per the chart and the administrative service payment increases by \$100.

If you have worked for 10 years or more or negotiated a higher pay rate when you were hired, you need to factor in your longevity pay raises and/or your negotiated rate to determine your annual raise. Your contact hour rate in the following year is the higher of the two below:

1. Your current rate plus \$5 per contact hour. (Unless you are calculating your spring or summer 2023 rate based on your fall 2022 rate prior to the ratification of our most recent contract, in which case it's your current rate plus \$8 per contact hour.)

OR

2. Your rate in the chart on the page above plus the longevity increase. To determine your longevity increase, consult the chart below:

<b>Years Taught</b>	<b>Longevity Increase Minimum</b>
10 - 14 years	\$6
15 - 19 years	\$7
20 - 24 years	\$8
25 - 29 years	\$9
30+ years	\$10

Your administrative service payment increases by \$100 each year.

Find two examples below:

Example 1

You've taught studio courses at New School for 12 years and earned \$101.54 per contact hour in fall 2022 prior to the ratification of our most recent contract. What will your contact hour rate be in spring 2023? Your contact hour rate in spring 2023 is the higher of the two below:

1) take your current rate and add \$8. We add \$8 instead of \$5 because we are calculating the spring 2023 rate based on the fall 2022 rate prior to ratification.  $\$101.54 + \$8 = \$109.54$ .

OR

2) take the minimum rate on the minimum rate chart several paragraphs above and add the corresponding longevity increase from the longevity increase chart. Per the minimum rate chart, the minimum rate for a studio course in spring 2023 is \$105. Per the longevity increase chart, the longevity increase for someone who has taught between 10 and 14 years is \$6.  $\$105 + \$6 = \$111$

*Since \$111 is greater than \$109.54, your pay rate in spring 2023 will be \$111.*

## Example 2

You've taught a writing seminar at New School for 21 years. In spring 2023, you earned \$154 per hour. What will you earn in fall 2023? Your contact hour rate in the following year is the higher of the two below:

1) take your current rate and add \$5.  $\$154 + \$5 = \$159$ .

OR

2) take the minimum rate rate chart several paragraphs above and add the corresponding longevity increase from the longevity increase chart. Per the minimum rate chart, the minimum rate for a seminar course in fall 2023 is \$141. Per the longevity increase chart, the longevity increase from someone who has taught between 20 and 24 years is \$8.  $\$141 + \$8 = \$149$ .

*Since \$159 is greater than \$149, your pay rate in fall 2023 will be \$159.*

### ***How is pay for additional duties aside from teaching courses, such as tutoring, advising, and so on, determined?***

Pay for additional duties such as tutoring, thesis advising, and so on is determined by this chart:

<b>Additional Duty (Rates are <i>per hour</i> unless indicated otherwise)</b>	<b>Through Summer 2023</b>	<b>Fall 2023 - Summer 2024</b>	<b>Fall 2024 - Summer 2025</b>	<b>Fall 2025 - Summer 2026</b>	<b>Fall 2026 - Summer 2027</b>
Administrative Hour	50% of teaching rate				
Advising - Faculty hired to serve as academic advisor ( <i>per term</i> )	\$3,238.95	\$3,319.92	\$3,402.92	\$3,487.99	\$3,575.19
Registration Advising	\$53.14	\$54.47	\$55.83	\$57.23	\$58.66
Committee Service	\$161.98	\$166.03	\$170.18	\$174.43	\$178.80
Coordinator (Faculty who supervises other employees or students as part of managing a program or activity)	50% to 100% of your hourly teaching rate				
Curriculum Development - hired to develop a new course distinct from a course you already teach.	\$88.20	\$90.41	\$92.67	\$94.98	\$97.36
Evaluator - serving on a jury, administers or grades exams, and performs other evaluation activities (excludes Mannes - see misc. non-teaching ).	\$104.26	\$106.87	\$109.54	\$112.28	\$115.08
Misc. Non-Teaching - Non-teaching based and non-supervisory project, program, or activity by faculty including Mannes	\$53.14	\$54.47	\$55.83	\$57.23	\$58.66

accompanying exams, juries, competitions, and auditions.					
Misc. Teaching - assigned additional teaching outside of a course that you teach	100% of teaching contact hour rate				
Performance (Instrumental, vocal, etc..)	\$323.92	\$332.02	\$340.32	\$348.83	\$357.55
Professional Services - hired to consult or provide expert opinion to the administration	50% of contact hour rate				
Thesis Advising	50% of contact hour rate @ 15 contact hours (Some Faculty are grandparented in at a higher rate)				
Training (when required by the University)	\$53.14	\$54.47	\$55.83	\$57.23	\$58.66
Tutoring	\$70.87	\$72.64	\$74.46	\$76.32	\$78.23

***Does the University have to pay me to convert an in-person course to an online course?***

Yes. If you taught a course in-person at The New School, and the University asks you to teach it online, and there is no existing online content, the University must pay you a one-time \$500 conversion fee.

## ***Does the University have to pay me extra to teach online?***

If you teach at least one, 100% online course, the University must pay you a \$500 online equipment fee every three years.

## ***Does the University have to pay me if it asks me to create a totally new course?***

Yes. The University must pay you up at the curriculum development rate if you've been asked to create a new course that is distinct from courses you already teach. If you are hired to do this work you will be compensated according to the following guidelines:

- Up to 20 hours for creating a 2-day workshop
- Up to 50 hours for creating a full-semester, in-person course
- Up to 65 hours for creating an online course

## ***When do I get paid?***

Paychecks are deposited on the last Friday of every month. In Fall 2023, the university will move to a bi-monthly pay schedule.

## ***How do I find my payslips?***

- Go to: [My.NewSchool.edu](https://my.newschool.edu)
- In the sidebar at the top right (**open apps locker**), click on **MyDay**

- Once you are logged in **to MyDay** go to **Pay > view Payslips**
- All your payslips are there in a list and you can download each of them as PDFs
- See [this guide](#) to understanding your payslips

### ***How do I find my itemized pay breakdown?***

- From MyDay, click on your avatar in the upper right corner.
- Click “View Profile”
- Click on “Actions”
- Hover over “Compensation”
- Select “View > Period Activity Payment Details”
- Click on the box next to “Period” and select “All Academic Periods”
- Select the semester you want to see your pay (do not choose the “rates” option).
- Click OK
- You will see a breakdown of the entire semester, some payments may have been submitted but have not been paid. The month it will be paid is indicated in the far right column.

# DISCIPLINE AND DISCHARGE

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The assistance of a union rep is helpful in many situations but in the case of disciplinary and investigatory meetings their assistance is crucial.

## ***What protections do I have regarding discipline and discharge?***

Our contract (Article XV) protects you from being disciplined or discharged without “just cause.” “Just cause” means that the employer must have a reason to act in disciplining you and the reason must be just and fair.

## WEINGARTEN RIGHTS

### ***Do I have the right to be represented by a union rep in disciplinary meetings?***

Yes. You have the right to be represented by a union rep at any meeting that may adversely affect your personal working conditions.



## ***Does the employer have to inform me when I have a right to union representation?***

No. The employer doesn't have to inform you. It is your responsibility to know your rights and request the presence of a union rep.

## ***In what situations should I request the presence of a union rep?***

When you have a reasonable belief that discipline could result from the meeting. This is your right under law and it's known as Weingarten Rights. You can learn more about your rights to representation at this link [WEINGARTEN RIGHTS](#)

## ***In what situations would I not need to request the presence of a union rep?***

- When you are aware that the subject of the meeting is of a practical nature, i.e. coordination, instructions, or general day to day work.
- When the meeting is to convey information that has already been discussed and no information is sought from you.
- When the supervisor has given you assurances before the meeting that it will not result in discipline at all. Be aware however you have the right to union rep representation in investigatory meetings. Sometimes supervisors don't know this and may try to question faculty without a rep present or having announced that a decision has been made continues to interrogate faculty further. It is your responsibility to know your

right to representation and to request the presence of a union rep.

### ***Can I ask for the union rep once a meeting has started?***

Yes, you can ask for a rep to be present at any point during a meeting.

## **DISCIPLINARY MEETINGS**

### ***How does a faculty member find out if the meeting might be disciplinary?***

- You should say “could this meeting result in discipline, termination, or otherwise affect my personal working conditions adversely?” If the answer is “yes,” “maybe,” or “I don’t know,” you should request a union rep.
- Ask yourself if there has been an oral or written warning or any other indication that the meeting might be of a disciplinary nature.

## ***What are the union representative's rights and duties at a disciplinary meeting?***

- Be informed about the subject of the meeting.
- To consult and help you prepare for the meeting.
- To be a witness of the proceedings.
- Take detailed notes of everything being said on both sides.
- Advise and counsel you on how to respond during the meeting.
- Interject if the line of questioning feels inappropriate or if clarification of questions and answers seemed necessary.
- To caucus before, during and after the meeting.
- Review the outcome letter for factual accuracy.
- Help you write a rebuttal letter, if you choose to write one.

## ***What type of disciplinary actions are there?***

The University must use progressive discipline, which means they cannot suspend or terminate you without a record of previous disciplinary measures. Disciplinary actions can include:

- Written warnings
- Disciplinary suspensions
- Investigatory suspension without pay
- Termination

## ***What are potential outcomes of disciplinary meetings?***

- Disciplinary meetings are memorialized in an outcome letter.
- An outcome letter may recommend disciplinary and non-disciplinary actions.
- You have a right to rebut the outcome letter.
- Outcome letters and rebuttals are held in your personnel file.

## **TITLE IX PROCESS**

### ***What is the Title IX investigation process and what is its scope?***

The Title IX process addresses discrimination as defined in Article VII of our contract.

The scope of the Title IX ranges from discrimination and harassment to sexual misconduct.

### ***What is the first step of the Title IX process?***

You will receive a letter notifying you that a Title IX complaint has been filed against you and inviting you to a meeting.

## ***How do I prepare for a Title IX meeting?***

- Contact your union rep as soon as you receive a letter.
- Let the University know you will be bringing a rep, to get availability for the meeting.
- Your rep will schedule a preliminary call with you to discuss further.
- Find the last few years student evals and any relevant emails or documentation.
- Write a narrative of what happened from your point of view.
- Don't panic — you don't have to do this alone.
- Meet with the union rep just before the meeting helps to go over the plans.

## ***What are best practices during a Title IX meeting?***

- Golden rule — don't lie and don't say more than you need to say.
- Remain calm, no need to be fearful or defensive.
- You can ask questions of the University or request to take a break with your union rep at any time.
- Don't name the other party or try to guess who they are if they have not been named by the University.
- Add necessary context but don't engage in "what-about-ism."
- Use the narrative points discussed with your rep before the meeting.

## ***What happens after a Title IX meeting?***

You will meet with your rep to review the notes of the meeting and add a list of witnesses (if you wish to include them) and any supporting documents, which you will send to the Title IX office. The office in return will send you a summary of the meeting for your review and approval.

## ***How do I know the outcome of a Title IX investigation?***

The Title IX office will send you a formal outcome letter stating whether a violation of the Title IX policy was found. The letter is also sent to the Executive Dean of your school. Your school leadership may reach out to you for a follow-up meeting after you've received the formal outcome. You have the right to submit a written rebuttal if you disagree with the outcome and a union rep can help you with this.

## ***Are there informal resolution measures for a case of sexual harassment?***

- Yes, there are certain cases for which an informal resolution can be found.
- The Title IX sexual harassment policy states that “Informal resolution is not available in cases where an employee is alleged to have sexually harassed a student.”

### ***Do I have any input in the written report in a sexual harassment case?***

- Yes, prior to the conclusion of the investigative process the university will send you a copy of the report, you will have 10 calendar days to send a rebuttal with evidence that the investigator will take into account.
- 10 days before the hearing the investigator will send a copy of the final report, if you wish to submit a response it will have to arrive 2 days prior to the start of the hearing.

### ***Can I appeal the decision of the hearing panel?***

- Yes, you will receive a letter after the hearing with an account of the hearing proceedings, conclusions and rationale for decisions, and it will contain an explanation of the process of appeal.

# EMPLOYEE ASSISTANCE PROGRAM (EAP)

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## ***What does the EAP (Employee Assistance Program) include?***

- You are entitled to 8 counseling sessions per year, per concern. Aetna is prepared to help you on a wide range of concerns, including but not limited to: emotional well-being, stress and anxiety management, relationship support, work and life balance, grief and loss, and substance abuse.
- You have access to a free 30-minute consultation for each new legal or financial issue. Topics can include: elder law and estate planning, family/domestic law, wills/legal document preparation, budgeting, identity theft/fraud, retirement/financial planning.

## ***How do I access the EAP (Employee Assistance Program) benefits?***

- Inquiries and services are provided at no cost to you and are completely confidential
- Go to [Resourcesforliving.com](https://resourcesforliving.com) | Username: **newschool** | password: **eap**
- By phone, call 1-888-238-6232



# GRIEVANCE AND ARBITRATION

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## ***What happens when the University violates our union contract?***

Our contract provides recourse for contract violations via the grievance and arbitration procedure. Grievances must be filed within **20 business days** (1 calendar month) from the date the violation occurred or the date the violation was discovered. All grievances have a proposed remedy, or terms that must be met in order for the affected faculty to be “made whole.”

## ***What are the steps in the grievance process?***

The grievance process has three steps before we have the option to file for arbitration where the case is heard by a neutral, third-party arbitrator who will make a binding decision. Grievances affecting two or more faculty members may be filed at the third step, which allows the process to move more quickly.

## ***What should I do if I believe my rights have been violated?***

It's important that you reach out to a union rep right away if you believe the University has violated your rights per our union contract. Urgency is crucial so that a timely grievance can be filed. Email your union reps at **[newschool@actuaw.org](mailto:newschool@actuaw.org)**.

# HEALTHCARE BENEFITS

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## ELIGIBILITY

### ***Am I eligible for healthcare?***

For faculty teaching exclusively non-credit courses (except for Executive Education and Mannes Prep):

- You must have taught at the University for one academic year.
- You must have taught a minimum of 90 hours or the equivalent in teaching activities in the previous academic year (AY) or earned a minimum of 90 hours at the non-credit minimum (\$7,650 in academic year 2022-2023).
- You must be scheduled to teach a minimum of 90 hours or the equivalent in teaching activities in the upcoming AY (fall/spring) or earn a minimum of 90 hours at the non-credit minimum (\$7,650 in academic year 2022-2023).

For faculty who teach a for-credit course or who teach in the Executive Education program:

- You must have taught at the University for one academic year.
- You must have taught a minimum of 90 hours or the equivalent in teaching activities in the previous AY or earned a minimum

of 52 hours at the lecture/seminar minimum (\$7,072 in academic year 2022-2023).

- You must be scheduled to teach a minimum of 90 hours or the equivalent in teaching activities in the upcoming AY (fall/spring) or earn a minimum of 52 at the lecture/seminar minimum (\$7,072 in academic year 2022-2023).

IMPORTANT: The minimum wage requirement for each of the categories above will increase annually as minimum rates also increase. For example, the lecture/seminar minimum will be \$141/hr in AY 23-24. This means that for AY 23-24 the minimum wage requirement will be \$7,332.

For Mannes faculty:

- You must have taught at the University for one academic year.
- You must have taught a minimum of one or more courses or the equivalent in teaching activities in the previous AY and earned enough in wages to cover the employee premium share (inclusive of assigned courses, private music lessons, and additional duties).
- You must be scheduled to teach a minimum of one or more courses or the equivalent in teaching activities in the upcoming AY (fall/spring) and earn enough in wages to cover the employee premium share (inclusive of assigned courses, private music lessons, and additional duties).

## ***How can I make changes to my healthcare plan outside of open enrollment?***

A Qualifying Life Event (QLE) may qualify (or disqualify) PTF for healthcare coverage outside of open enrollment period. These include Loss/Gain of Other Coverage, Marital Status Change, and birth/adoption of a child. Enrollment changes can be made via MyDay with submission of [documentation](#).

## ***When does healthcare eligibility review take place? When can I sign up for healthcare?***

Healthcare eligibility reviews typically take place at the end of July for fall coverage beginning September 1 and the end of January for spring coverage beginning March 1. Open enrollment typically takes place in November for faculty already enrolled in the plan to make benefit elections for the upcoming calendar year.

## ***How do I pay my premium if I'm eligible but not earning wages in both semesters?***

You may become eligible for the full year based solely on fall or spring appointments, which means you will not be earning wages for the school to make premium deductions in the semester you're not teaching. If this is the case, HR Benefits should contact you with information to pay your share of the premium via EBPA (third-party administrator), which you can pay by check or credit card online.

## DOMESTIC PARTNER COVERAGE

### **| *Are domestic partners and dependents covered?***

Your spouse, children, domestic partner, and other qualified dependents are entitled to benefits under the “Employee + Dependents” plan.

## RATES and COVERAGE

### **| *What are the current healthcare costs for 2023?***

Healthcare costs depend on the number of courses you teach and whether you are enrolled in individual or family coverage. Review the healthcare cost sheet to learn more:

[https://drive.google.com/file/d/1Apu-kqLenwLCkuFsecss1EFK42dcQTiL/vi  
ew](https://drive.google.com/file/d/1Apu-kqLenwLCkuFsecss1EFK42dcQTiL/vi<br/>ew)

### **| *What does the plan cover?***

Faculty are entitled to medical, dental, vision, and prescription benefits. Review the Aetna healthcare plan docs for 2023 to learn more about coverage:

[2023 EPO Plan Doc](#)

[2023 DHMO Dental Plan Doc](#)

[2023 DPPO Dental Plan Doc](#)

[2023 Vision Plan Doc](#)

[2023 Rx Plan Doc](#)

## LACTATION SPACES

### ***How do I find a private lactation space at The New School?***

The New School must provide a private lactation space to employees, per NYC law. This [PDF](#) has more information. There are 2 lactation booths that can be reserved in advance [online](#):

- University Center, 63 Fifth Avenue, lower level
- 6 East 16th Street, 12th floor

### ***If I do not use the lactation booths, what other spaces can I use?***

If you are an employee, you can make arrangements in your department to use someone else's office or speak to Human Resources about how to secure private space.

# LEAVE

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## ***What kind of leaves are available to part-time faculty?***

- Absence
- Emergency leave
- Safe and sick leave
- Authorized unpaid leave
- Paid leave/sabbatical
- FMLA
- Paid Family Leave (including Parental Leave)
- Disability leave
- Jury Duty

Read on below for the policies and eligibility for each type of leave.

## **EMERGENCY ABSENCE**

ARTICLE XX

## ***What are my leave options if I need to be absent on one of my teaching days?***

Each semester, you may choose between using your accrued paid safe and sick leave or taking an “emergency absence” (one paid absence per course per semester).

- If you elect to use paid safe and sick leave, you accrue safe and sick leave at a rate of one hour for each 30 contact hours of service (up to a maximum of 56 hours per calendar year). PTF have been accruing safe and sick leave since 2015.
- If you elect to take an emergency instance , you will not accrue safe and sick hours for that course in that semester.

## ***What arrangements am I required to make for an absence from teaching?***

If you're unable to conduct a class as scheduled, you must notify your Chair, Program Director, or supervisor ASAP and create an “Absence Plan.” an “Absence Plan” **must be approved by the department** and outlines how the course will be delivered (identifying a sub, scheduling a make-up session, proposing an alternate modality).



## PAID SAFE AND SICK LEAVE

### ***How does paid sick and safe leave work? How much can I take?***

Each semester, you can use either accrued sick and safe leave hours or one emergency absence per course.

You accrue one hour of sick and safe leave for every 30 contact hours. You can bank up to 56 contact hours. Accrued hours roll over from year to year. Faculty started accruing safe and sick leave hours on September 1st, 2015.

In semesters in which you use an emergency absence, you do not accrue sick and safe leave hours.

While you can use your one emergency absence for any emergency reason, you can only take sick and safe leave for the reasons outlined below.

### ***Under what circumstances can I take sick leave?***

You may take “sick leave” for any reason approved under the [ESSLA \(New York City’s Safe and Sick Leave Law\)](#), including but not limited to health-related care and treatment of yourself, or a family member; absence related to closure of the your place of business by order of a public official due to a public health emergency; or your need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

## ***Can I use paid sick leave to care for a sick family member or child?***

Yes.

## ***What is “safe leave”?***

Paid safe leave is a right guaranteed to most employees in New York State. You can take “safe leave” for any reason approved under the [ESSLA \(New York City’s Safe and Sick Leave Law\)](#), including but not limited to seeking assistance or taking other safety measures if you or a family member is the victim of any act or threat of domestic violence, unwanted sexual contact, stalking, or human trafficking.

## ***How do I take my emergency absence or safe and sick leave?***

If your need to take leave is foreseeable, you must provide 7 days advance notice to your supervisor and HR. If your need to take leave is not foreseeable, you do not need to provide advance notice, though you should notify your supervisor and HR as soon as practicable.

## ***How do I know how many hours I’ve accrued since 2015?***

- For every 30 hours you teach, you accrue 1 hour for sick and safe leave.
- To calculate how many hours you have, add up all of the contact hours you taught since 2015 and divide by 30 for the number of accrued hours.

- You can also contact HR Benefits to find out how many accrued hours the school has listed for you:  
**BenefitsHelp@newschool.edu**. However, it is always advisable to check this against your own records.
- Once bi-weekly pay is implemented in Fall 23, all accrued safe and sick leave hours will be posted on MyDay.

### ***How can I know precisely how many Safe and Sick leave hours I've banked?***

Email Human Resources [HRHelp@newschool.edu](mailto:HRHelp@newschool.edu)  
or BenefitsHelp@newschool.edu

## **UNPAID LEAVE**

### ARTICLE XVII

### ***Am I eligible to take an unpaid leave?***

- If your seniority status is Annual, Grandparented, and Multi-Year Faculty you may be considered for an unpaid leave of absence.
- If you are Probationary or Post-Probationary Faculty you may be considered for an unpaid leave of absence for any emergency or any other reason required by law if you have a confirmed

assignment by appointment letter for the semester for which the leave is requested.

- You may take an unpaid leave of absence of less than a full semester to care for a newborn/newly adopted child, or for the care of a child, spouse, domestic partner or parent with an emergency medical condition.

### ***How do I request an unpaid leave?***

- Make the request for unpaid leave in writing, including the proposed duration to your supervisor and Arlene De La Rosa in HR Benefits.
- Provide your supervisor with as much notice as possible. The supervisor will make reasonable attempts to accommodate requests for leaves of absence of less than a full semester.
- If your supervisor is unable to grant a request for leave for less than a full semester, you will receive authorization for a full semester of unpaid leave.
- The leave of absence must be approved, in writing, by your supervisor.

### ***For how long can I take an unpaid leave? How often can I take unpaid leave?***

- You may take an approved unpaid leave of absence, for up to one (1) year.
- You can take two unpaid leaves during the life of this contract (which expires Aug 2027).

### ***What are my rights upon return from unpaid leave?***

- Upon your return, you retain your seniority, compensation, and any benefits.
- You will not accrue seniority during the period of the authorized leave.

### ***Can I take a longer unpaid leave to accept a full-time position at The New School?***

Yes. If your seniority status is Annual, Grandparented, or Multi-Year and you take on a full-time position at the University, you may take **up to** a three-year unpaid leave of absence. You may then resume your part-time faculty position status after a period of **up to three years**.

## **PAID ACADEMIC LEAVE (SABBATICAL)**

### ***Am I eligible for paid academic leave (aka sabbatical)?***

If your seniority is annual, multiyear, or grandparented status and you have not received a paid academic leave during the last six-years you are eligible to apply for paid academic leave for one semester.

## ***What is the purpose of a paid academic leave (Article XVIII)?***

Paid academic leaves are provided so that eligible part-time faculty can pursue professional, creative, or academic research projects.

## ***How do I request paid academic leave?***

To apply, an eligible part-time faculty member must complete an [Article XVIII Paid Academic Leave Form](#) and submit the completed form to Arlene De La Rosa at delarosa@newschool.edu in Human Resources.

## ***When should I request paid academic leave?***

The deadline for academic year 2023-2024 is Tuesday, February 28, 2023. It is typically the last day of February.

## ***When and how will I know if my paid academic leave request has been granted or denied?***

The Office of Human Resources will send an email to your New School email.

### ***Can I maintain my New School benefits while on paid academic leave?***

Yes. If you choose to continue your health and/or dental care insurance coverage while on leave, deductions for your share of the premiums will continue to be taken from your pay during the leave period.

### ***Can I apply for a paid leave in the summer?***

Only faculty members with summer base loads may apply for paid academic leave in the summer. The procedure to apply is the same.

### ***What are my obligations upon return from paid academic leave?***

You must return to teaching at the university in the semester following the period of paid academic leave and submit a one-page report to the Office of Human Resources giving evidence of the work accomplished while on leave. a faculty member may be asked to give a more detailed presentation on their project at the discretion of the university.

### ***What will my compensation be while I'm on paid academic leave?***

While on paid academic leave, your pay will mirror the pay that you received in the same semester during the previous academic year.

## ***Where do I find information on the HR website?***

1. Go to <https://www.newschool.edu/human-resources/labor-relations/>
2. Click on "Part-Time Faculty -- ACT-UAW Local 7902"
3. Scroll down to Paid Academic Leave"

## **FMLA (FAMILY AND MEDICAL LEAVE ACT)**

### ***What is FMLA?***

FMLA allows eligible faculty to take up to 12 weeks of unpaid, job protected leave for qualified reasons. FMLA runs concurrently with short-term disability, which means if you're approved for short-term disability your FMLA period runs concurrently with an approved short-term disability period.

### ***Under what circumstances can I use FMLA?***

Incapacity due to pregnancy or prenatal medical care, to care for a child after birth or placement for adoption or foster care, for a serious health condition that prevents the faculty member from being able to perform their job, to care for a spouse, child, or parent with a serious health condition, and for covered active duty in the National Guard as well as military caregiver leave.



## ***Where can I learn more about FMLA?***

Learn more about The New School's [FMLA Policy](#) and/or view the [details of the law](#) via the DOL.

## ***Are there other types of leave I can take instead of FMLA?***

It's important to note that some of the events listed above may also be eligible for Paid Family Leave or NY Safe and Sick Leave, which provide for wage replacement of 67% or 100%, respectively.

## **PAID FAMILY / PARENTAL LEAVE**

### ***What is paid family leave?***

Up to 12 weeks of paid leave at 67% pay.

### ***Under what circumstances can I use paid family leave?***

You can use paid family leave to:

1. [Bond](#) with a newly born, adopted or fostered child,

2. [Care](#) for a family member with a serious health condition, or
3. [Assist](#) loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

You are eligible to use paid family leave beginning 175 days after your date of hire.

### **| How do I use paid family leave?**

You must provide the University 30 days advance notice if the need for your leave is foreseeable. Foreseeable events include expected birth, placement for adoption or foster care; planned medical treatment for a serious health condition of a family member; the planned medical treatment for a serious injury or illness of a covered service member; or other known military exigency.

If the need for leave is unforeseen, you do not need to provide 30 days advance notice.

The University is currently in the process of creating an application to apply for the leave.

# DISABILITY LEAVE

## ***What is short-term disability?***

Short-term disability benefits provide wage replacement for up to 26 weeks if you are not able to work because of a qualified medical condition.

## ***How do I know if I'm eligible for short-term disability?***

If you are absent from work for more than 7 days due to a medical condition, including pregnancy, you may qualify for short-term disability. You must submit paperwork to HR Benefits in order to apply which will include documentation from your doctor.

## ***How does wage replacement work?***

If approved, you will be eligible to receive wage replacement directly from the short-term disability carrier equal to the NY State Disability benefit of 50% of your weekly pay to a maximum of \$170 per week.

## JURY DUTY LEAVE

### ***Will I be paid if I miss a class (or other work) for attending required jury duty?***

You may take one class/session off per course per semester with regular pay for the first day in which you are absent from class and/or additional duties hours as a result of the jury summons. You will only be compensated for additional duties that cannot be rescheduled. If your jury duty extends longer, you can receive State Jury Pay (\$40/day) or consider using your Emergency Instance absence.

### ***When and whom should I notify of upcoming jury duty?***

You must notify your supervisor and HR, and provide a copy of the jury duty summons as soon as possible so that coverage may be arranged for your absence.

## UNION LEAVE

### ***What is union leave?***

Union leave is the mechanism that provides for part-time faculty to be paid for their duties as union reps. It also provides for a one-week paid leave of absence that allows faculty to attend union conferences, trainings,

and conventions. Up to 5 part-time faculty per semester may apply for paid union leave.

### ***What are the part-time faculty union reps paid for their work?***

Union reps are part-time and they are usually paid for 6.55 hours per week at the miscellaneous non-teaching rate. The unit chair is paid for 19 hours per week. Both the reps and the chair are paid for 10 months out of the year. See Article XXVIII in [our contract](#) for current rates.

## **NEW SCHOOL ARCHIVE ACCESS**

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The New School Library has digitally archived materials relating to The New School and its teaching staff going back to its founding in 1912. You can find catalogs, syllabi, thesis papers, etc. Type your name into the search bar at <https://digital.archives.newschool.edu/> to find materials related to your teaching. The union reps have found this a useful resource when the university contests a faculty's hire date or work history at The New School.

## ***How do I review the Archive of New School Catalogs back to 1912?***

The New School catalogs are archived back to 1912 and available in the Digital Collections site, displayed in chronological order (you can filter by decade).

### **New School catalogs digitized:**

[https://digital.archives.newschool.edu/index.php/Browse/objects/facet/collection\\_facet/id/187](https://digital.archives.newschool.edu/index.php/Browse/objects/facet/collection_facet/id/187)

### **Parsons Catalogs digitized:**

<https://digital.archives.newschool.edu/index.php/Detail/collections/PC050101>

The catalogs are OCR'ed and keyword searchable.

# ONLINE TEACHING

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## ***Does the University have to pay me to convert an in-person course to an online course?***

Yes. If you taught a course in-person at The New School, and the University asks you to teach it online, and there is no existing online content, the University must pay you a one-time \$500 conversion fee.

## ***Does the University have to pay me extra to teach online?***

If you teach at least one, 100% online course, the University will automatically pay a \$500 online equipment fee every three years. Payments are made in the following September. For example, if you taught a 100% online course in AY 22-23, and have not received \$500 in the last 3 years, you will be paid September 2023. If you are a newly hired faculty member, or teaching a 100% online course for the first time, you do not need to wait three years before receiving the payment. You will receive it in the September following your first online course.

# POLICIES AT THE NEW SCHOOL

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## ***What is the academic freedom policy?***

Academic freedom is covered under article VIII and in Appendix a in our contract. It recognizes the need and fundamental place of two important principles: academic freedom in the exchange of ideas, and freedom of artistic expression. Academic freedoms are described in the policies of Free Exchange of Ideas and Freedom of Artistic Expression at: <https://www.newschool.edu/provost/faculty-policies/>

## ***What is the non-discrimination policy?***

Non-discrimination is covered under article VII in our contract. It is a commitment by both the union and the university to abide by current law in respect to non-discrimination of protected classes under the law. The union and the university also affirm that it shall not discriminate against any Faculty member on the basis of parental status or because of his/her/their political or union beliefs or activity.

## ***What are the protected classes under human rights law?***

Protected classes refer to groups of people with a common characteristic who are legally protected from employment discrimination on the basis of that characteristic.



Protected classes include: race, color, creed, national origin, religion, religious practices, sex (including pregnancy, childbirth, and breastfeeding) or gender (including gender identity and expression), sexual orientation, age, physical and mental disability, citizenship status, marital or partnership status, caregiver status, medical condition(s), genetic information, ethnic origin (including but not limited to speaking English as a second language), or veteran status.

### ***What is the health and safety policy?***

The health and safety policy is the shared vision of the union and the university regarding health and safety and its implementation. It contains the commitment to health and safety, risk management and the compliance to pertinent state and federal laws and regulations.

In our contract Article XXIII requires the university to make its best efforts to maintain a safe working environment and includes maintaining the equipment used for our work.

### ***How does a member raise a concern about a health and safety issue?***

You should report it to a steward or a rep, and in turn the union rep team will bring it to the attention of the university, potentially via a Labor Management Committee.

## ***What is a Labor Management Committee?***

A committee created (Article XI) that considers and makes recommendations on matters of importance to the faculty including, but not exclusive to, health and safety issues.

## ***Where can I find information regarding health and safety issues?***

You can start with the website of the Office of Health and Safety Administration ([OSHA](#)). The website is complete with information on health and safety issues and concerns.

## ***What are the procedures for emergency management at the university?***

The school has an emergency management plan that includes an emergency response team headed by the General Counsel's office. You can find specific information here about [safety and preparedness](#).

# PROFESSIONAL DEVELOPMENT FUNDS

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## ***Can I get financial support for professional development?***

Yes. Per our union contract (Article XXI), as of spring 2023 the university will allocate \$50,000 per semester for part-time faculty professional development. The funds will be accessible to faculty by application. Because this is a new process, we do not yet have information about the application process and the criteria for eligibility.

*This section will be updated with more information in March 2023.*

## ***Are there additional resources for funding aside from the part-time faculty fund?***

In addition to the part-time faculty specific fund described above, you are eligible to participate in all other relevant University professional development activities and funds posted on the University website. Below are some relevant links where you can find funding opportunities:

[Provost Office: Faculty Affairs](#)

[Faculty Funding Opportunities](#)

[The Faculty Center for Innovation](#)

[Research support and funding | \[researchsupport@newschool.edu\]\(mailto:researchsupport@newschool.edu\)](#)

# SENIORITY RIGHTS AND BASELOAD

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It's useful to compare the semester count listed in Alvin with the semester count listed in MyDay (instructions below). This comparison can help uncover discrepancies and mistakes in the university's records.

*All instructions below are for desktop and access may vary on a phone or tablet.*

## USING ALVIN

### ***How do I check my semester count and teaching history on Alvin?***

- Go to <https://my.newschool.edu>
- Click on the “Academics” tab
- Scroll down to **Faculty Course Information**
- Click on “Detailed Class List” — use your NEW class list module

You will see a full list of classes by semester (there may be multiple pages).

- Take screenshots of these pages and check that the info is accurate.

- Count the number of semesters. Compare it to the count in MyDay.

## USING MYDAY

### ***How do I find my semesters of service count (aka seniority) in MyDay?***

- Once logged into MyDay, click on your picture in the top right corner.
- This will open a blue menu tab on the left side
- Click on “Overview” in that blue menu tab.
- Then a bar of options will appear across the top, click on “Additional Data”, and scroll down to the very bottom of that page. Under UAW semester count, you will see your current semester count.
- Check if that is correct and if it matches what you saw in the teaching history from Alvin.

### ***How do I find my baseload in MyDay?***

- Once logged into MyDay, click on your picture in the top right corner, then “View Profile”
- This will open a blue menu tab on the left side.

- Click on “Overview” in that blue menu tab.
- A bar of options will appear across the top
- Click on “Additional Data”, and scroll down to the very bottom of that page.
- Under “UAW Base Load Fall / Spring Credit Year” you will see your yearly base load.

### ***How do I check my hire date is in MyDay?***

- Log into MyDay ([myday.NewSchool.edu](http://myday.NewSchool.edu))
- Click on picture in the top right corner.
- Click on “view profile.”
- Take a screenshot of the entire page (on a laptop or desktop).
- If this is incorrect, let union rep know and they can ask the university for a correction

### ***How do I find my Appointment Letters in MyDay?***

- Go to: [My.NewSchool.edu](http://My.NewSchool.edu)
- In the sidebar at the top right (open apps locker), click on **MyDay**
- Once you are logged in **to MyDay** go to **Menu in** the upper left hand corner > **Personal information> Worker Documents**
- You can download appointment letters as PDFs
- You may need to click to next page at the bottom to see your most recent appointment letters

## **SENIORITY RIGHTS AND BASELOAD**

### **| *How do I determine my seniority?***

Seniority is based on semesters of Service as Part-Time Faculty.

### **| *How do I determine my title?***

Probationary (Part-Time Lecturer): 1-4 semesters/sessions

Post Probationary (Part-Time Lecturer): 5-9 semesters/sessions

Annual (Part-Time Assistant Professor): Begins 10th semester/session

Multi-Year (Part-Time Associate Teaching Professor): Can apply during 13th semester/session, or anytime thereafter.

### **| *How do I determine my longevity?***

Longevity is based on years of service, which is tracked and incremented for every year a PTF teaches a course or receives stipends, it's not measured from the hire date.

### **| *How is my baseload calculated?***

Course baseload is set and preserved based on the highest teaching load of the last two academic years (Fall and Spring). It cannot exceed baseload

maximums. In our new contract, the university must make best efforts to annualize faculty at 2 courses.

### ***How are summer baseloads calculated?***

Summer baseloads are separate from Fall and Spring baseloads and shall be established for Annual Faculty who have taught eligible courses the previous two (2) summers. The baseload shall be established with a look back of the two (2) previous summers and the base load of for-credit hours is set on the year in which the Faculty member worked the most hours.

### ***How do I increase my baseload?***

It can be very difficult to increase your baseload. The only possibility is by obtaining Multi-Year status when you've recently taught over your baseload because it triggers a new 3 year look back: "Course base load shall be set and preserved based on the highest of the last three (3) years prior to application, but will not be set lower than Faculty base load at the time of application." Multi Year appointments are for 6 years, meaning this higher baseload would be locked in for 6 years. Baseload can never be set over the maximums for each teaching category.

### ***Can my baseload decrease?***

Yes, baseloads can permanently decrease if the school is unable to meet your baseload for 5 years in a row. They can also decrease if a faculty member declines courses multiple years in a row. **Always seek guidance from your union reps before declining a course!**



### ***What happens if my baseload isn't met?***

If your baseload is not met, The New School is required to do a lookaround process to find a course. If no course is found, you will receive a baseload remedy. (Remedies are only paid the first semester in which those specific hours are unmet). It's important to know how the lookaround process works and be involved to make sure The New School is doing all it can to fill your baseload. (More details on the lookaround process in the next section.)

### ***What are my reappointment rights if I'm Probationary or Post Probationary?***

Unfortunately, until annualization, probationary and post-probationary faculty have no reappointment rights. Presumption of reappointment happens in the 9th semester, annualization in the 10th. In our new contract, the university must make best efforts to annualize faculty at 2 courses.

### ***How and when do I become annualized?***

Presumption of reappointment happens in the 9th semester, annualization in the 10th. You won't need to take any action in order to become annual. You can expect to receive a letter of annualization from the university between your 10th and 11th semesters of service.

## ***What are the benefits of Multi-Year status?***

Multi-Year is a 6 year appointment that comes with reappointment rights over probationary, post probationary and annual faculty. Course Cancellation fees are 50% of wages per course and the Baseload Reduction fees are 50% of wages per course. There's also a new 3 year lookback, so you could potentially increase your baseload

## ***How do I apply for Multi-Year status?***

Faculty become eligible to apply in their 13th semester/session. The Provost will establish a calendar for review of Faculty who apply for Multi-Year appointments. Application requirements, review process and criteria, and Review timeline will be posted on the [University website](#), available to all Faculty no later than May 15 for the next review cycle. More details about Multi Year and the review process can also be found in our contract (Article XIII).

## ***Who has Grandparented status? What are the benefits?***

Faculty with at least twenty-four (24) semester/sessions of service as of fall 2005, referred to as Annual Grandparented Faculty (Part-Time Associate Teaching Professor), shall be entitled to pre-appointment course replacement within department/program/school/college based on length of service and can displace Multi-Year Faculty with less years of service. Course cancellation fees, paid academic leave, are the same as for Multi-Year Faculty. In the event of conflicts in scheduling of courses and/or replacement courses, seniority shall prevail.

## ***Why is my baseload capped and lower than what I've been teaching?***

Each course category has a teaching load maximum. While faculty can be assigned to teach over these maximums, baseloads are capped here:

- Liberal Arts (Lecture/Seminar/Discussion) Undergraduate: 180 hours per academic year
- Liberal Arts (Lecture/Seminar/Discussion) Graduate: 180 hours per academic year
- Studio (Grad and Undergrad): 360 hours per year
- Mannes Liberal Arts and Studio: 420 hours per year
- Non-credit Continuing Education, and Executive Education: based on the equivalent course type listed above.
- Teaching Load Maximums for Faculty who teach more than one course type in their base load setting year will be the Maximum listed above based on the predominant type of teaching that the Faculty conducted in his/her/their base load setting year, plus 45 hours.
- Teaching Load Maximums for Faculty who teach an equal amount of two course types in their base load setting year will be the highest of the applicable Maximums (based on the Faculty's teaching) listed above plus 45 hours.

## ***How can I learn more about Annualization and seniority?***

Review these slides — [Annualization Explained](#) — and attend one of our upcoming trainings.

# UNMET BASELOAD / LOOKAROUND PROCESS

## ARTICLE XIII.B

### ***What happens if the university can't meet my baseload in my regular department?***

If the university cannot meet your baseload, they must initiate a lookaround process to search for courses you can teach in other programs or departments. You have the right to a lookaround meeting - a meeting in which the school reports to you what steps they are taking to search for courses to fill your baseload.

### ***How do I request a lookaround meeting?***

The first step is to email your PTF Affairs Manager and request a lookaround meeting with a union rep present. Here are the steps to take:

- Email the PTF Affairs Manager and request a lookaround meeting - see draft below.
- Send your most current resume along with the request.
- CC the union rep on the email and they will attend the meeting with you (on Zoom).
- Look through the [course catalog in](#) advance and identify departments and courses that you could teach outside of your regular department. You can send a list of courses to the PTF Affairs Manager in advance or bring it to the meeting.

**Draft email that you can use to write to PTF Affairs Manager:**

*[Can be adapted in personal style]*

Dear \_\_\_\_\_,

I'm writing to clarify how my baseload will be filled this academic year.  
Per the union contract

*"Upon the request of a Faculty member, the University representative(s) responsible for searching for courses to meet that Faculty member's base load will meet with the Faculty member to discuss the search, including department(s)/program(s) to be contacted and the name(s) of administrator(s) who shall be contacted"*

I request a look around meeting with a union rep present. I have cc'd my union rep.

Please let me know your availability at your earliest convenience.

Best regards,

# TUITION BENEFITS / TUITION WAIVER

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ARTICLE XXXVI

## ***Am I eligible for tuition waiver benefits?***

Yes, any part-time faculty and their eligible dependents may use the tuition waiver benefit. For every course you teach, you are eligible to take one course at no cost. Courses taught are banked for 4 years.

## ***Is my dependent child eligible to participate in tuition waiver benefits?***

Yes. For a dependent child (of any age) enrolled as a full-time student, one class taught by the PTF member/parent will cover four enrolled courses for the full-time student. You will need to submit proof of the relationship and proof of dependent status (tax form).

## ***How do I participate in the tuition waiver benefit?***

To participate, you must fill out the PTF tuition waiver form available on the HR website in the [section on PTF Benefits](#). a new form is issued for each semester and is made available to PTF about 4 weeks before the beginning of the semester. Here is the [form for spring 2023](#). Once

the form is complete, email it to Leah Bautista in HR:  
**BautistL@newschool.edu** for approval.

### ***Which course types can I take using the tuition waiver benefit?***

- You may take any Continuing Education course: <http://cpe.newschool.edu/>. Courses fill up fast, so prepare in advance and submit your tuition waiver ASAP. Once the tuition waiver form is approved you can enroll in the course.
- To participate in degree courses, you must be admitted as a student into that program which could include BA, BFA, MA, MFA, etc. Contact the program to ask about the admission requirements. Once you are enrolled as a student in a degree program you can register for classes prior to submitting the tuition waiver form.
- Private lessons are not eligible for non-matriculated students in the Mannes College Division. Private lessons, taken as part of a program in the Mannes Prep Division, are eligible for a discount of 25% of the total cost.

### ***How can I get a tax exemption for graduate degree courses?***

- In some cases, the tuition waiver amount will be included in your gross income and reported as wages. These taxable amounts (defined as “Wages-in-Kind”) will increase your Federal, State, and FICA taxable income.

- To avoid being taxed, you can apply for a tax exemption. You will need to provide a current job description, course description, and provide an explanation of how the course you're taking is related to your job and/or will improve the skills needed to perform your job. You will need to submit this information during the semester when you are enrolled in the course.
- Follow the steps outlined in the [Certification Policy](#) to request the tax exemption. Below are the forms that you and your supervisor must complete. [Employee Form](#) | [Supervisor Form](#)

## UNEMPLOYMENT BENEFITS

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### ***Am I eligible for Unemployment (UI) when school cancels a course or doesn't rehire me?***

- Watch the [info session](#) with Jon Bloom from the Workers Defense League for more information that will help you determine if you qualify for unemployment.
- Call 212-627-1931, leave a message, and Jon Bloom or a colleague from Workers Defense League will get back to you to discuss the specifics of your situation.



# RETIREMENT BENEFITS

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ARTICLE XXXI

## **| *Am I eligible for retirement benefits?***

### **ELIGIBILITY**

You receive retirement benefits after two consecutive academic years of service and must teach a minimum of 90 contact hours for two or more courses. Additional/alternative requirements are outlined in the [contract](#).

### **PARTICIPATION**

The university automatically contributes an amount equal to 10% of all wages to a retirement plan administered by TIAA-CREF. By default, retirement funds are invested in a money market account which earns a very modest interest rate. You can see the university contribution on your payslip under Employer Paid Benefits/403(b) - Employer

## CHANGING ELECTIONS

If you would like to earn a higher guaranteed rate, funds may be transferred to an annuity that has many withdrawal restrictions and potential benefits such as protected principal and lifetime income. You may move funds to various investment funds and a self directed brokerage account with additional available investment fund options. These investments will fluctuate with market conditions. [Available investment funds](#)

## ADDITIONAL CONTRIBUTIONS

Beginning the first of the month after hire, you have 3% of pay deducted and contributed to a tax deferred annuity, though you may choose to waive this deduction. Those over age 50 may contribute more in catch up contributions. These elections can be made/changed through MyDay. [Instructions](#).

## WITHDRAWALS

Effective 1/1/2024, you may take penalty free lump sum and other distributions from the retirement plan while still employed at The New School at age 59 ½. Remember that funds invested in some annuities have withdrawal restrictions.

## **Further Information:**

TIAA Telephone Counseling Center at 800.842.2252

Access Your Account: <https://www.tiaa.org/public/tcm/newschool>

Webinars and on-line tools: [TIAA.org/webinars](https://www.tiaa.org/webinars)

# **OTHER BENEFITS, DISCOUNTS AND RESOURCES**

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***What additional benefits are available to me  
as a part-time faculty member?***

## **YMCA DISCOUNT**

YMCA discount membership and additional health and fitness benefits are listed [here](#)

## PARKING AND TRANSPORTATION BENEFITS

- Log on to [MyDay](#).
- Then click through ALL of the following steps.
  - View All Apps
  - Benefits
  - Change Benefits
  - Change in Transit/Parking Amount
  - Choose a date
  - Submit
  - Open
  - Let's Get Started
  - Transit (or parking)
  - Manage
  - Select EBPA Transit Pre-tax monthly
  - Confirm and Continue
  - Per paycheck contribution (your choice of amount) and save
  - Review and Sign
  - Check "I accept" and then "Submit"

## FREE ADMISSION TO MUSEUMS

- [MoMA / MoMA PSI](#): Show your New School ID at the membership desk. You can purchase guest tickets for \$5.
- [Cooper Hewitt Design Museum](#): show your New School ID at the membership desk for free admission.

## VERIZON DISCOUNT

Verizon wireless [discount](#). Follow the website steps to verify your status.

## NEW YORK TIMES SUBSCRIPTION

NY Times subscription via this [link](#). Click Create account. Use your New School email address and password. From your email, create a password for NYTimes account. Faculty accounts are good for four years.

## SOFTWARE AND HARDWARE

- Microsoft Office 365 for free [link](#)
- Adobe Creative Cloud download and install [instructions](#)
- Apple [Educational pricing](#) is available for New School Faculty
- Software and Hardware [Deals](#)

## LIBRARY ACCESS

- Access to Bobst Library on West 4th Street. [Just scan your card](#)
- [Consortium libraries](#)
- [NYU | The Elmer Holmes Bobst Library](#)
- [The Cooper Union Library](#)
- [New York School of Interior Design Library](#)
- [New York Academy of Art](#)
- [New-York Historical Society Library](#) (non-circulating research library; appointment only)
- [Gartner Research Portal](#)

## THE EQUIPMENT CENTER: AUDIO, PHOTO AND VIDEO GEAR

The [Equipment Center](#) (ECQ) allows you to take out audio and video production equipment. This includes DSLR, mirrorless, and video cameras in addition to audio equipment and lighting kits. a current list is [here](#).

You will need to fill out an [online contract](#) and then use [WebCheckout](#). Please familiarize yourself with their [FAQ](#) before checking out equipment.

## PRINTING SERVICES

- Print in black/white and make copies at no charge at the Faculty Resource Center, University Center, room 308.
- Each semester you receive a 30-point print credit allowance (carried over to a maximum of 300). These credits can be used for basic printing, color printing, ([including wifi from your laptop](#)), and at the various print labs around campus.
- Some specialized printers are available only to faculty in specific programs.
  - [Open Lab Plotters](#)
  - [Fabric Prototype Plotters](#)
  - [Photo Plotters](#)
  - [Photo Lab Printers](#)

# ABOUT OUR LOCAL

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## ***What is ACT-UAW Local 7902?***

ACT-UAW Local 7902 is an “amalgamated local,” i.e. a union made up of smaller unions (units) in the same industry. Local 7902 represents over 4000 workers at the New School and NYU. It currently includes 4 units: NYU Adjuncts, New School Part-Time Faculty, Student Employees at The New School (SENS), and Student Health Employees at The New School (SHENS). The local was founded on 7/9/2002 and takes its name from the founding date. Go to the [Local's website](#) for more information and to read the [Local's bylaws](#).

## ***When do Union Elections take place?***

Union elections take place every 3 years in the spring: 2023, 2026, 2029, etc.

## ***How long is an elected term?***

Officers are elected for 3 years.

## ***Which leadership positions are elected and which ones are appointed?***

Elected Officers include members of the Executive Board: President, First Vice President, Second Vice President, Unit Chairs, 3 Trustees, Guide, Financial



Secretary, Sergeant-at-Arms, and members of the Joint Council (one JC representative for every 75 unit members).

### ***Which positions are paid and which ones are volunteer/service?***

The President is a paid position it requires full-time work and fiscal responsibility. Unit Chairs are paid via provisions in the contract for their specific bargaining unit. The remaining positions on the Executive Board and Joint Council are service positions.

### ***What is the role of the Executive Board and the Joint Council of the union?***

Members of the Executive Board and the Joint Council are empowered to act on behalf of the membership to approve the union's initiatives and budget. The union budget pays for two organizers and one full-time administrator, union office costs, legal counsel, and all costs associated with organizing and bargaining campaigns.

### ***How do I get more involved?***

Contact a union rep, organizer, or steward: [newschool@actuaw.org](mailto:newschool@actuaw.org)